

# Exhibit Order Form



*We Create an Audio Visual Experience.....*

**ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE COMPLETE TO RESERVE EQUIPMENT.**

	Advance Daily Rate	Qty	Days	Total		Advance Daily Rate	Qty	Days	Total
<b>VIDEO EQUIPMENT</b>					<b>ELECTRICAL EQUIPMENT</b>				
Monitor Rental Includes HDMI Cable									
32" LCD Tabletop Monitor	150.00				25' Extension Cord	25.00			
40" LCD Tabletop Monitor	450.00				6-Outlet Power Strip	20.00			
50" LED Monitor w/ Rolling Stand	750.00				30amp - 3-Phase (For High Power Equipment)	200.00			
60" LED Monitor w/ Rolling Stand	850.00								
75" LED Monitor w/ Rolling Stand	1000.00				<b>INTERNET ACCESS</b>				
					Hardwire Internet Connection	250.00			
<b>MEETING ACCESSORIES</b>					Wireless Internet Connection	12.95			
Flipchart W/ Markers & Paper	75.00				<b>COMPUTER RENTAL</b>				
					Laptop Computer with Office	275.00			
<b>AUDIO EQUIPMENT</b>					MacBook Pro	375.00			
Single Speaker Package (Includes Speaker on stand, mixer)	235								
Wireless Microphone( Lavalier or Handheld)	225								

<b>EQUIPMENT TOTALS</b>	
<b>Add 20% for on-site orders</b>	
<b>25% Service Charge</b>	
<b>GRAND TOTAL</b>	

**RENTAL RESERVATION MUST BE COMPLETE FOR ORDER TO BE PROCESSED**

Name of Event: TBD

Location of Event: Marriott Lincolnshire Resort

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact email: \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**\*Delivery Date** \_\_\_\_\_

\*Exhibitor must be present to sign for order at time of delivery. Please contact Audio Visual Productions for delivery. You must notify our representative that you are at your booth and have electrical power in place. We will contact the Electricians if needed for your delivery.

**\*Pick up Date** \_\_\_\_\_

\*Exhibitor is responsible for equipment until it is picked up by an Audio-Visual Productions representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

**Please indicate method of payment. This section must be completed before your order can be processed.**

A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. **Please do not ask us to bill you.**

Payment: ☐ Amex ☐ Visa ☐ M/C ☐ Check Enclosed

Credit Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.**

By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
5. It is the responsibility of the exhibitor to advise an Audio-Visual Productions representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

Authorized Signature: \_\_\_\_\_

Please Type or Print Name : \_\_\_\_\_

Please send completed form electronically to the onsite AVP representative.  
Please contact Luis Eloiza, Director of Event Technology @ [luise@avproductions.com](mailto:luise@avproductions.com)  
Any questions please call (847) 634-7037